

Oglethorpe County Library Board Meeting  
January 27, 1998  
4:00 pm

The meeting was called to order by Chairman Wingate Downs. Trustees present were: Nancy Clark, Ruth Bloom, Sonja Chow, Juanita Paul, Carolyn Faz. Also present were ARLS Director, Kathryn Ames; Branch Coordinator, Mary Jean Hartel; and Branch manager, Jan Burroughs.

Members absent: Jr. Smith, Emmett Caldwell, Barbara Cabaniss, and Elmer Trumbull.

Motion was made to approve the October 7, 1997 minutes by Sonja Chow. 2nd by Nancy Clark. motion carried.

**Branch Managers Report:** presented by Jan Burroughs. see attached.

**Regional Report:** presented by Kathryn Ames.

Mrs. Ames reported on Governor Miller's \$10 million Book Initiative. Based upon our circulation rate of 4.7 books/ capita, Oglethorpe county will be scheduled to receive:  
 $\$1.64 \times 10,200 \text{ population} = \$16,728$  for book purchases. (FY1998 ?)  
This is in addition to the \$5,712 that Oglethorpe already receives. GRAND TOTAL: \$22,440.

This proposal has passed the House Education Sub-Committee and will be voted on this week. This vote increases the importance of our presence at this weeks Legislative Luncheon (1/29/98) Carolyn Faz and Wingate Downs have agreed to represent Oglethorpe County this year.

Remainder of time dedicated to work on the Mission Statement

See: August minutes. (Mission Statement Workshop)

Your impression of our Mission:

Nancy: Local Historical, Geographical, and Genealogical information

Carolyn: (see Sample Mission Statement attachment)

Sonja: To meet and extend *Learning, Literacy and Leisure*.

\* \* \*

Thought progression:

to encourage learning , literacy and leisure through all types of media.

serve all community members

inviting , friendly, environment

---

The Mission is:

To encourage and support learning, literacy and leisure through a variety of media in an inviting, friendly environment.

---

Roles the library should meet:

\* Commons *meeting place*  
Cultural Awareness *displays*

\* Life Long Growth/Learning  
*literacy, children & teens*

\* General Information  
*reference*  
*History & Genealogy*

\* Recent Releases

Goals to Support Roles:

Current Materials: To maintain a wide variety of current materials through review of patrons and general service area interests and monitoring of current inventory.

Strategy:

- Evaluate present collection
- communicate with teachers out their specific needs
- update our collection

---

Goal: Public Awareness

Build public awareness and facilitate communications with schools, governments, FOL and general public.

Strategy:

- Newsletter, fliers, school programs, Echo articles
- desktop publishing training, purchase scanner.

Remainder of time dedicated to work on the Mission Statement

See: August minutes. (Mission Statement Workshop)

Your impression of our Mission:

Nancy: Local Historical, Geographical, and Genealogical information

Carolyn: (see Sample Mission Statement attachment)

Sonja: To meet and extend *Learning, Literacy and Leisure*.

\* \* \*

Thought progression:

to encourage learning , literacy and leisure through all types of media.

serve all community members

inviting , friendly, environment

---

The Mission is:

**To encourage and support learning, literacy and leisure through a variety of media in an inviting, friendly environment.**

---

Roles the library should meet:

- \* Commons *meeting place*  
Cultural Awareness *displays*
- \* Life Long Growth/Learning  
*literacy, children & teens*
- \* General Information  
*reference*  
*History & Genealogy*
- \* Recent Releases

### Goals to Support Roles:

**Current Materials:** To maintain a wide variety of current materials through review of patrons and general service area interests and monitoring of current inventory.

#### Strategy:

- Evaluate present collection
- communicate with teachers out their specific needs
- update our collection

---

### Goal: Public Awareness

Build public awareness and facilitate communications with schools, governments, FOL and general public.

#### Strategy:

- Newsletter, fliers, school programs, Echo articles
- desktop publishing training, purchase scanner.

# Branch Managers Report: January 27, 1998

## Circulation Statistics October - December 1997

Month	Daily count	Child program	GPR	Ref.	Cir.
October	1784	4/123	20/280	345	3123
November	1444	4/134	15/264	306	2578
December	1308	2/125	21/247	240	2150

## Financial Report: October-December 1997

Month	Fine/Fee	Lost Book	Copier	Gift \$	Petty	Etc.
October	451.60	110.30	117.80	-0-	9.71	55.00 GPR 41.50 Lam
November	529.45	5.00	143.10	-0-	13.08	25.00 GPR 16.00 Lam
December	413.50	20.00	110.00	-0-	-0-	6.25 Lam 33.00 Video

## Gifts Received since August board meeting.

Carlton M Dillard

Fielding Dillard and Descendants

Ted Brooks

Henry County, GA 1821-1894  
Marriage, Colored/Freedmen, Record of  
Sales, Inventory and Wills

Rudolph Henderson

The Unexplained Mysteries of Mind, Space  
& Time

Tom & Renee Gardner (Gray Hare Vending)

Candy for SRC party

Irene Barnes

encyclopedia sets sold by FOL

Martha Eberhardt

encyclopedia set sold by FOL

Kim Smith

Carol Hunter

Walter Bennett

Grace P. Cook

Beverly & Charles Connor

Oglethorpe Cattleman's Association

Historic Oglethorpe, Inc.

Peter & Sandy Loose

Jerry Palmer

SRC storytime provider

SRC storytime provider

30.00

10.00 in memory of Carl Bryant

Questionable Remains (autographed)

membership

Microfilm Oglethorpe Census 1820-1920

Microfilm 1970's Echo

Bongo Is a Happy Dog

Family Puzzler 1964-1992

Chronicles of Wilkes Co., GA 1889-1898

Madison Co., GA censuses 1820-1860

King and Queen County Virginia

Historical Collections of Georgia

Settlers by the Long Grey Trail

Early Records of Georgia, Vol. I & II, Wilkes

Southside Virginia Families Vol. I & II

Albemarle County

Whites Among the Cherokee

Abstracts of Fauquier Co. Virginia

Royal Historical Society: Annual

Bibliography of British&Irish History

Madison Co., GA Probate Records 1812

to ca. 1870

Morris, Arnold and Related Families

Albermarle Parish Register: Births & Deaths

17th Century Isle or Wight County, Virginia

The Hills of Wilkes County, GA & Allied

Families vol. I & II

Colonial Virginia Register Standard

The General Society of the War of 1812

Parish Register of Christ Church,

Middlesex Co. Virginia

History of St. Marks Parish

Overwharton Parish Register, VA

History of Clarke County, Alabama

Fauquier During the Proprietorship

Genealogies of Virginia Families, 9 Vols.

Jerry Palmer

Genealogy & History of Goldsby, Gouldsby,  
Goolsby-bee Etc. Branch Families 3 Vols.  
Marriages of Louisa County, VA 1766-1815  
Amherst County, Virginia: Marriage Bonds,  
1763-1800  
Abstracts of Wills, Administrations and Marriages  
of Fauquier County, Virginia 1759-1800  
with Cemetery Inscriptions, Rent Rolls and  
other Data.  
Confederate Veteran

Louis DeVorsey, Jr.

Bicentennial Posters  
Collection of *Brown's Guide to Georgia*  
American Revolution Atlas: Theaters of Operation  
collection of pictures from the U.S. Navy's  
Naval History Division  
Set 1987 *Britannica* Encyclopedia  
assorted juvenile paperbacks

Jamie & Jessie Chandler

Roseanne Iturian

Undaunted Courage

Virginia Archer

Descendants of William Gilbert McDaniel of  
Macon Co. Illinois

Sarah Uzzi

Colquitt Family Book  
Traylor, Smith & Hubbard Families

Mary Harrison

The Between  
Betrayal: the Story of Aldridge Ames



#### INTERNET:

In December we received direct internet access with our very own "Peachnet" hub. At present, we only have one PC linked to this service; however, we eventually will have a total of 14 terminals with internet access (13 PC, 1 MAC). One will be in the workroom, eight in the public area, with the remaining five being in the meeting room. Internet access in the meeting room will allow the library and other groups to conduct computer workshops. Word is beginning to spread of our Internet capabilities and the number of users increases daily. In addition to internet searches, we also provide e-mail accounts to the public. All these services are free of charge.

The Rotary Club of Oglethorpe has begun to conduct one-on-one computer/internet training for library patrons. As we learn of patrons who would like an introduction to computers or internet, I am pairing them with Rotary volunteers who have agreed to meet the student at a mutually agreeable hour here at the library.

Another possible partnership on the horizon is a Wide Area Network with the Oglethorpe County School System. If the details of this partnership are agreeable with all parties, this network would permit the systems to apply for a T-1 line with fiber-optic connections. This would provide clearer and faster phone lines for more accurate transfer of information via internet. I've been appointed to the school systems "Technology Task Force," and I am certainly learning a great deal.

#### ACCELERATED READER:

Another Library/school partnership is the Accelerated Reader Program. The Elementary school contacted us just before the Christmas Break about possibly supplying the students with the prescribed books for this program. We have gathered the books from our collection and have borrowed other titles from the ARLS to supplement our supply of materials. A special display has been made to enable easy access to the proper books for program participants.

#### BEVERLY CONNOR BOOK SIGNING:

On January 24 between the hours of 2:00 and 4:00, the library hosted a book signing for Beverly Connor's newest installment of the Lindsay Chamberlain mysteries, Questionable Remains. It was well received and the extended hours were appreciated by many of our patrons.

#### FUTURE PROGRAMS:

February 14, 10:00. Bake Art will provide a Valentine cake decorating party for children. Pre-registration and a minimum of 12 participants will be required.

In conjunction with the Madison-Morgan Cultural Center and the Grass Roots Arts program, we will be inviting children to participate in a "Cow and Horse" art program. This is tentatively planned for a weekend in March. The art works created at our library will be displayed at the Cultural Centers' "Cow Day," May 23. The works will then travel to the four participating counties, Morgan, Oconee, Oglethorpe & Walton for display during the 1998-99 school year. Supplies for this project will be provided by the Grass Roots Arts Council. I've been ask to serve another term on the Grass Root Art Council's grant review committee. I believe I've gleaned enough insight to be able to attempt our own grant proposal for next year.

From January, 1998 Board meeting

of the Oglethorpe Co. Library

The mission is to encourage and support learning, literacy and leisure through a variety of media in an inviting friendly environment.

#### Roles the Library Should Meet

- 1) Commons (meeting place)
- 2) Cultural Awareness (displays, etc.)
- 3) Lifelong growth/learning (include literacy, children and teens)
- 4) General Information (reference, history, genealogy)
- 5) Current materials

## Goals to Support Roles

Collection

Staffing

Facility

*Technology*

### 1. Current materials

To maintain a wide variety of current materials through reviewing the interests of patrons and our public and monitoring current inventory.

Strategy

- Evaluate present collection
- Communicate with teachers about specific needs
- Breakdown genres in Dynix
- ILL
- Publicize availability of wide variety of materials

### 2. Public Awareness

Build public awareness and facilitate communications with schools, government, Friends and general public.

Strategy

- Newsletter
  - Desktop publishing training
  - buy a scanner
- Echo
- Friends
- Recruit new users
- Schools/library cooperation
- Handouts
- Distribute plan
- Programs in schools

Budget:

- 1) paper
- 2) copier
- 3) postage
- 4) time issue

# **SAMPLE**

## **OGLETHORPE COUNTY LIBRARY BOARD MISSION STATEMENT**

The mission of the Oglethorpe County Library is to serve the county as a comfortable and innovative resource center by providing traditional and electronic information, community service programs, meeting space for citizens of the county, assistance to patrons in research, and to furnish materials for recreational reading; as well as, be a collection center for local and area history and genealogical resources.

### **GOALS**

- To provide more services for the county's citizens.

#### **STRATEGY**

1. To provide audio tapes and tape machines for the visually impaired.
2. Provide large print reading materials to local continuous care facilities.

- To use the best available technology to provide services to the community.

#### **STRATEGY**

1. To raise money through the Friends of the Library group and through local township contributions.

- To produce and distribute a monthly newsletter to board members, regular contributors (cities and clubs) and Friends of the Library and to have a monthly news article for the *Echo* announcing new books and services, i.e. giving brief reviews of the new books and services.

#### **STRATEGY**

1. To get training for a staff member in desk top printing.
2. To get a staff member to prepare an article for the *Echo* with assistance from a board member.

- Raise more money and local support for the library, that services may be increased.

#### **STRATEGY**

1. Appoint board members to liaise with Board of Education members and County Commission members on a monthly basis, and attend all open meetings of the two boards.
  2. To be resourceful in our thinking, i.e. to find new ways to use what we have.
  3. To show interest and concern in our jobs by attending all meetings, completing assignments given by the chairperson and promoting the library at all times.
  4. To provide announcements at club and organization meetings in the county about library services.
- To take an active interest in new materials purchased for the library.

#### STRATEGY

1. Board members need to read book reviews and be aware of local books published.
2. To make list of books that you would like to see the library own and give titles and other pertinent information to the librarian to pass on to the bibliographers at the regional library.

# Oglethorpe County Library Circulation

	1992	1993	1994	1995	1996	1997
January	1,815	2,171	1,821	1,878	3,036	3,204
February	1,820	1,982	2,070	1,648	3,112	2,668
March	2,246	1,944	1,629	1,669	3,049	2,777
April	2,518	1,716	2,014	1,368	2,962	3,119
May	2,479	1,690	1,864	2,463	2,665	2,863
June	3,322	3,341	2,852	1,421	2,490	4,413
July	3,264	3,301	2,456	3,810	4,320	4,403
August	2,129	2,191	2,267	3,843	3,132	3,348
September	2,024	1,754	1,825	2,737	2,574	2,871
October	2,144	1,908	2,041	3,129	2,927	3,123
November	1,995	1,688	1,797	2,977	2,584	2,578
December	1,623	1,221	1,503	2,264	2,446	2,150
	27,379	24,907	24,139	29,207	35,297	37,517

## Bookmobile Circulation in Oglethorpe County

	1992	1993	1994	1995	1996	1997
January	1,892	1,219	1,237	1,689	2,257	1,010
February	1,006	1,429	1,037	1,733	1,303	1,100
March	1,438	2,337**	2,151	1,893	1,462	1,032
April	451*	1,182	1,234	936	1,444	1,656
May	489	226	978	1,256	1,074	380
June	2,193	2,302	930	1,420	176	1,290
July	1,205	1,403	384	1,366	480	1,530
August	421	703	1,245	788	97	43
September	1,680	1,695	1,062	506	1,329	1,014
October	1,256	1,453	1,562	726	1,417	1,439
November	1,273	1,632	959	1,608	1,088	924
December	259	198	788	165	282	45
	13,563	15,779	13,567	14,086	12,409	11,463

\*Only one bookmobile on the road for 4 days.

\*\*Bookmobile out of service 17 days in March.

**Oglethorpe County Library**  
**July 1, 1997 - December 31, 1997**

<b>Revenue:</b>	<b>Budget Amount</b>	<b>Amount Received</b>	<b>Balance</b>	<b>% of Budget Received</b>
Oglethorpe County Commissioners	\$37,000.00	\$18,500.04	\$18,499.96	50.00%
Oglethorpe County Board of Education	15,000.00	3,750.00	11,250.00	25.00%
City of Lexington	500.00	500.00	0.00	100.00%
Fines and Fees	4,529.00	3,030.75	1,498.25	66.92%
Copy Machine	900.00	963.90	(63.90)	107.10%
Totals	<u>\$57,929.00</u>	<u>\$26,744.69</u>	<u>\$31,184.31</u>	46.17%

<b>Expenditures:</b>	<b>Budget Amount</b>	<b>Amount Expended</b>	<b>Balance</b>	<b>% of Budget Expended</b>
Regional Share	\$8,000.00	\$4,000.00	\$4,000.00	50.00%
Wages/Benefits	43,229.00	23,885.99	19,343.01	55.25%
Maintenance Contract - Copier	1,000.00	189.72	810.28	18.97%
Telecommunications	3,000.00	824.70	2,175.30	27.49%
Cleaning Service	2,700.00	1,300.00	1,400.00	48.15%
Totals	<u>\$57,929.00</u>	<u>\$30,200.41</u>	<u>\$27,728.59</u>	52.13%

**Oglethorpe County Library Gifts and  
Friends of the Library:**

<b>Revenue:</b>	
Gift Money From Prior Years	<u>\$7,672.30</u>
Gifts Received 7/1/97 - 9/30/97	\$100.00
Gifts Received 10/1/97 - 12/31/97	<u>40.00</u>
Total FY98 Gifts	<u>\$2,800.00</u>

<b>Expenditures:</b>	
Gift Books, Supplies and Equipment Purchased	<u>\$2,835.62</u>

<b>Reserve:</b>	
Fund Equity (Reserve) at 6/30/97	\$6,632.13
Less: Reserved for Vacation Pay	(3,786.15)
Reserved for One Months Operating Expenses	<u>(4,827.42)</u>
Net Fund Equity (Reserve)	<u>(\$1,981.44)</u>

Oglethorpe County Library Gifts  
October 1 - December 31, 1997

Grace P. Cook - In Memory of Carl Bryant  
Walt Bennett - For Purchase of Books

\$10.00

30.00

\$40.00



## History and Demographics

Oglethorpe County, a rural, non-industrial county, is located 80 miles east of Atlanta and 18 miles east of Athens. Named for Georgia's founder, James E. Oglethorpe, it was established as the state's 19th county in 1793. Oglethorpe County, the 49th largest county in the state, has an area of 442 square miles.

Oglethorpe County's current population is approximately 10,600. The county experienced moderate growth in the 1980's with a 9.3% increase in population as compared to the state's almost 19% increase.

Of the county's almost 3,600 households, 61.5% have annual incomes of less than \$30,000 as compared to the state's 51.4%; 42.7% have incomes of less than \$20,000 as compared to the state's 34.3%.

Oglethorpe County has proportionately more of its jobs in agriculture than any county in the region. Farming and agricultural services, including agribusiness, poultry and livestock farming, provide about 23% of the county's jobs and almost 31% of earnings. Income from the timber industry ranks 38th in the state providing \$7,000,000 annually.

Oglethorpe County Elementary School, located on Comer Road in Lexington, is the county's only elementary school. Constructed in 1953, it has been a kindergarten through grade five school since 1970.

The original building has been expanded and renovated in several phases. In 1987, a wing was added to include a gymnasium and classrooms for art, music and special education. In 1988, air conditioning was installed in each of the original classrooms. Expansion of the media center followed in 1991. Renovations in 1993 provided a larger workroom, a computer lab and improvements to the office area.

Minutes of the called meeting  
of the Oglethorpe County Library Board  
Tuesday, February 24, 1998  
4:00 PM

Trustees Present: Ruth Bloom, Elmer Trumbull, Nancy Clark, Sonja Chow, Carolyn Faz, Chairman Wingate Downs, ARLS coordinator Mary Jean Hartell and Branch Manager Jan Burroughs.

Chairman Downs called the meeting to order.

Chairman Downs requested information from the Library Board by-laws concerning attendance of trustees. The by-laws state that "the term of any member of the Board of Trustees who fails to attend three (3) consecutive regular quarterly meetings of said Board shall terminate upon the third failure and a vacancy shall exist." Article IV, sec. 1, paragraph 2. The statement continues saying that a letter of termination will be sent to the affected Board member and to his/her appointing authority. Mr. Trumbull suggests that someone be appointed to call the affected Board member before any termination proceedings take place.

Branch Manager, Jan Burroughs, presented her written report. It was mentioned that Mary Jean Hartell and Jan were working to "revamp" the position vacated by Jill McDuffie dependent upon Alice Paul's eminent retirement. Chairman Downs and Trustee Bloom stated that they would like to see Bonnie Gartrell's hours increased to allow her eligibility of benefits.

Wingate asked Jan to inform the Board of the "Apple Grant." This is a grant in which we are co-participants with the Oglethorpe Co. Middle School. The grant will provide 12 computers for an off-site, after hours facility (the Oglethorpe County Library). The grant will also provide staff to monitor and assist students and families using the 12 Mac Computers. Accord to Kevin Oliver the UGA doctoral candidate who prepared the grant, we are pretty much guaranteed to receive the grant.

Retirement Party: set for April 19, 1998. The board would like to include Alice Paul, Rita Manning and Vicki Spratlin among the honorees.

The applications of three perspective Board members were pass out to those present. Martha Shackelford, Betsy Cook, and Susan Robinson. Wingate Downs requested that the Board delay making a decision until a fourth applicant, Barbara Davenport, turns in her paper work.

Remainder of time spent on Long Range Planning.

**Oglethorpe County Library  
Branch Mangers Report  
February 24, 1998**

---

**Circulation Statistics: January 1998**

Daily Count	Children's programming	GPR	Reference	Internet	Circulation
1581	5/39	510	310	approx. 42	2784

**Financial Report: January 1998**

Fine/Fee	Lost Book	Copier	Petty	GPR	Video	Laminator
405.65	28.00	107.55	77.43	45.00	11.00	-0-

**Friends of the Library:**  
673.00

**Gift Account:**

20.00 given by Mr. & Mrs. Alfred Johnson in memory of Gibson Harris.  
541.45 the Alice Durham Memorial Account (closed)  
407.00 "extra" from cash can.

---

**Activities:**

**Valentine Cake Fun**, Saturday, February 14. We had a wonderful turnout of 19 children (20 registered) and 10 parents for the cake decorating party. Francine Herron from Bake Art brought out cakes, icing and candy. She gave the children some basic instructions in how to make flowers, leaves, stars, etc. then turned the children loose to use their own imagination. Ages ranged from 5 to 13. Everyone had a great time and enjoyed eating their works of art!

For March, we are working on scheduling a Saturday to conduct the Grass Roots funded "Cow and Horse Art Program." Tentative date is Saturday, March 21. Children's art will first be displayed at the Madison-Morgan Cultural Center then it will "hit the road" to be shown in Morgan, Walton, Oconee and Oglethorpe Counties during the 1998-99 school year.

**Library Staff:**

Jill McDuffie resigned effective February 15. The search for a suitable replacement is on going.

**TITLE:** Mission Statement

**DESCRIPTION:** The University of Georgia Libraries provide collections and services in support of the instruction, research, and service missions of the University of Georgia. In keeping with the University's dual role as capstone of the University System of Georgia, and as a land-grant/sea-grant public institution, emphasis is placed on meeting anticipated as well as current needs. The Libraries develop, manage, and store collections in an expanding variety of formats; provide access to knowledge and information in those collections using appropriate storage, access, and communications technologies; and preserve the information in those collections for present and future generations. The Libraries serve the public as well by participation in cooperative efforts to collect, access and preserve information at the regional, national, and international levels.

**SOURCE:** Bonnie J. Clemens, Acting Director, 1988.

Oglethorpe County Library  
P.O. Box 100  
Lexington, GA 30648  
706-743-8817

RA  
Everything  
okay? If  
so then  
mail  
out! my

Dear Trustees:

The Library Board will have a called meeting on February 24, at 4:00, to complete the long-range plan and mission statement.

For a little good news to brighten a dull winter day, the Oglethorpe Library saved 19.66% on it's power bill between February 5, 1997 and February 5, 1998! Mark Sallette, from Georgia Power called this week to congratulate us. Had we remained on the PLM rate, our yearly bill would have been \$12,524.62; however, by requesting the TOU-EO rate, it was only \$10,062.82. This is a savings of \$2461.80 which exceeded Mark's original goal by \$150.00. After seeing our savings, Mr. Johnson swapped several other county facilities over to the money saving TOU-EO rate, according to Mark!

I look forward to seeing you on the 24th!

Sincerely,

Jan Burroughs

**Minutes of the  
Oglethorpe County Library Board of Trustees  
July 7, 1998  
4:00 PM**

**Trustees Present:** Chairman Wingate Downs, Betsy Cook, Juanita Paul, Jr. Smith, Sonya Chow, Ruth Bloom, ARLS Dir. Kathryn Ames, Branch Consultant Mary Jean Hartel, and Branch Manger Jan Burroughs.

Meeting was called to order by Chairman Downs. A motion was made to approve the minutes of the April 7, 1998 meeting by Ms. Bloom. Second by Ms. Chow.

**Branch Mangers Report : Jan Burroughs** (see attachment)

**Regional Report: Kathryn Ames.**

**Governor Millers Book Initiative:** The ARLS received a total of \$278,000. Oglethorpe County's share was between \$18,000 and \$19,000. All employees in the region are working hard to process the books in a timely fashion.

**Y2K Compliance:** Dolly Brooks and Pam Black will be surveying our computers for Y2K Compliance. None of ARL's computerized equipment is compliant. The region is hoping to receive money from the state for compliant computer or "patch" programs.

**Endowment Feasibility Study:** Administrative staff and volunteers are working on a survey to predict whether the ARLS can raise \$3,000,000 to replace the SPLOST which will end in a short time.

**Financial Reports and Bookkeeping:** Mamie Fike has been hired as the new bookkeeper for the ARLS. Our year end financial report shows a increase in fine and copier fees over and above what we anticipated. Alice's retirement and vacation buy-out balanced the extra income.

**Questions , "Fund Equity Reserve:"** Ms. Ames explained that the library is required by law to have a reserve that will cover 1 month operating expense and all vacation accrued by full time staff.

**State Library Report: Kathryn Ames**

Staff development is a top priority this year. State Library resources will provide much of this programming.

**Regional Board Appointees:** Wingate Downs, Ruth Bloom, and Nancy Clark.

**Unfinished Business:**

**FY99 Budget:** Mr. Downs announced the approval of the Oglethorpe County Board of Commissioners.

**Strategic Plan:** Mary Jean Hartel explained the process for creating the plan. She presented what had been hammered out thus far. Ms. Paul and Mr. Downs suggested that a weekly article in the Oglethorpe Echo be added to the plan. Mr. Downs nominated Ms. Chow to

head up the Echo publicity. A called meeting of the library Trustees is scheduled for Tuesday, September 15th, from 4:00 to 6:00 for specifically working on the Long Range Plan.

**Apple Grant** has been approved. This will provide off-site computers for students and the community as a whole.

**New Business:**

The regional system is looking into using **name tags** for all ARLS staff members.

**State-wide library cards** will be an issue at the next regional board meeting.

Next regular quarterly meeting for the Oglethorpe County Library Board will be Tuesday, October 6, at 4:00

Respectfully submitted,

Janet A. Burroughs  
Branch Manager

**Minutes of the  
Oglethorpe County Library Board of Trustees  
April 7, 1998  
4:00 PM**

**Trustees present:** Jr. Smith, Carolyn Faz, Elmer Trumbull, Ruth Bloom, Juanita Paul, Nancy Clark, and Chairman Wingate Downs. **Also attending:** ARLS Director Kathryn Ames, Branch Coordinator Mary Jean Hartel, and Branch Manager Jan Burroughs.

Meeting was called to order by Chairman Downs.

**Regional Report:** Mrs. Ames began by reporting on Governor Miller's \$10 Million Dollar Book Initiative. It has been approved and funded by the state legislature. Under current guidelines, Oglethorpe County Library must spend it's allotted money by June 30, 1998. (\$9350 children's books & \$9350 adult books)

**Director's Report:** 1) The computers that are included with the Peachnet project have yet to be received from the state. 2) A form of "cyber patrol" is under investigation by ARLS that will prevent patrons from accessing chat groups and other "problem" resources via internet. 3) A new cash handling procedure is in the works and awaiting regional board approval.

**Financial Report:** (see attached) Mrs. Ames called attention to the large number of cash donations that have been made to the library. Wingate commented that we need to get the recognition plaques up as soon as possible.

**Old Business:** Mrs. Clark reported that the plants have been planted around the sign in front of the library. The \$75.00 check from Goodness Grows will be used to finance a boarder of brick and marble chips.

**New Business:** 1) FY99 budget proposal was presented (see attached). It was suggested that the library approach the Board of Education about an increase in funding. We hope they will be more inclined this year with their SPLOST and millage rate increase. 2) Carolyn Bryant Faz announced her resignation from the library board, effective immediately, due to relocating in Mexico City.

**Retirement Party:** It was decided that the Retirement Party should have Alice Paul as the only honoree. Sunday, May 3 from 3:00 to 4:00 was officially decided as the date of the party. Juanita Paul is heading up the hostess committee and will supply the punch bowl, table cloths and purchase the cups and plates (with reimbursement coming from petty cash). The Library Board will present a book on roses to the library in honor of Alice's 26 years of service. A rod and reel will be given to Alice. The gift budget range is set for \$75.00 to \$100.00.

**Library Board Applications:** The Board reviewed applications for the two Library Board vacancies. Following a vote, the names of Betsy Cook and Barbara Davenport will be forwarded to the County by Chairman Downs for formal appointment

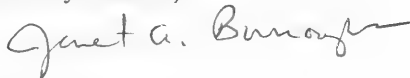


**Newsletter:** Chairman Downs reports that he is currently working on the newsletter. Some of the items scheduled to appear include "extra funding" for books from the state, the library sign donation by Smith Brothers and plants <sup>for</sup> Goodness Grows, Peachnet access and Alice's retirement.

**Echo Book Report:** Mrs. Ruth Bloom turned in her book report. It was asked if Mr. Trumbull's report had ever appeared in the Echo. Jan inquired at the Echo office where Mr. Maxwell said it appeared in the March 5 issue of the Echo.

**Branch Manager's Report:** (see attached) Jan also announced that she had been invited to attend a 3-day technology workshop in Macon at B.O.E. expense. She sees this as a sign of "good will" between the B.O.E. and the Public Library. She also announced that Mr. Willis had extended an offer of a school bus for use during the Summer Reading Club. The bus would pick up children at a predetermined sight on the day of special SRC programming.

Respectfully submitted,



Janet A. Burroughs  
Branch Manager

Draft  
10/10/98

**Minutes of the  
Oglethorpe County Library Board of Trustees  
October 6, 1998  
4:00 PM**

**Present:** Trustees; Wingate Downs, Betsy Cook, Jr. Smith, Ruth Bloom Juanita Paul, Barbara Cabaniss, Branch Coordinator Mary Jean Hartel, ARLS Director Kathryn Ames, Branch Manager Jan Burroughs

July 7, 1998 and September 15, 1998 minutes were discussed. Vote for approval delayed until next meeting with quorum.

**Branch Managers Report:** Jan Burroughs (see attachment)

**Regional Report:** Kathryn Ames

**Nancy Clark's resignation:** The Oglethorpe board needs to appoint a replacement to fill her seat on the Regional Board.

**Am I Blue?** – On October 15, 1998, the Regional Board will meet to decide the fate of the book, Am I Blue? A Baptist Minister and his congregation in Madison County issued the original challenge. The Madison County Board voted to keep the book in their Young Adult collection. The Minister appealed the decision and it has now been placed in the hands of the Regional Board as to whether to uphold the Madison County decision or to remove the book from the Regional System. This same minister has also requested that the library system dispose of all books dealing with or mentioning teenage sexuality.

**Computer Survey:** (Pink attachment) The Department of Technical and Adult Education (DTAE) recently conducted a survey of computer equipment for Y2K compliance. Very few computers in the system are ready for the year 2000. The Oglethorpe Library has 2 that are. The remaining computers need "patch" programs or will be useless on January 1, 2000. This survey should help our system obtain assistance from the state to "patch" or replace faulty equipment.

**New Computers:** Two new computers and printers are coming from the state loaded with several desktop publishing programs and children's learning games such as reader rabbit. One of the computers will be placed in the branch manager's office. The second computer is designated for the children's department.

**Public Library Legislation:** (white legal size attachment) The state legislature has not changed the laws regulating public libraries since the 19\_\_ . New legislation is before the house that provides two more state paid positions for ARLS. Our number will grow from the current 8 positions to 10. A multi-county incentive grant will also provide additional funding for book purchases and will fund a part time position for the Oglethorpe County Library. This issue will come up for a vote on January 28, 1999. It is imperative that we have ample representation at the legislative luncheon and essential that each trustee contacts his or her state representative and senator.

**Other Changes in Libraries:** A statewide library card is closer to a reality. This card will enable patrons to check out books from any library in Georgia. It will also end the problem of patrons accruing and never paying library fines in several counties or library systems. The Georgia Department of Archives will be the 58<sup>th</sup> library system in the state. This change will allow materials to be checked out from the archives.

**Financial Report:** Kathryn Ames (see budget attachment)

Circulation Report: Kathryn Ames (see green attachment) Jan Burroughs added that although the circulation figures are down, the number of people who have been up or unchanged. It is suspected that more people are finding their information on the Internet rather than in the library. Mrs. Ames added that circulation statistics alone should not be viewed as the success or failure of library patronage.

**Staff Development Day:** Mary Jean Hartel

On September 17, 1998 all libraries in the Regional System closed their doors and staff reported to Athens for a day of staff development. 80 staff members attended and were given a tour of the UGA library and the Sandy Hook Regional Library. A luncheon was catered by Trump's, was followed with workshops, a motivational speech by "Harvey Karp" and a "Cub of the Month" contest. A scavenger hunt, in which participants were given a two page list of reference questions to find the use of a variety of resources. Jan Burroughs came in first in the Branch division. (and won \$50,000!)

**Long Range Planning:** Mary Jean Hartel (orange attachment)

Mary Jean asked everyone to look over the proposed LRP and to mail in written comments by December 1, 1998. The final draft will be voted on at the next regularly scheduled meeting of the Board on January 5, 1998.

**PeaschNet:** Kathryn Ames

Within the next couple of weeks, MCI's successor will be disclosing Oglethorpe Library's three PeaschNet dial-up numbers. Janeta Paul made a motion that we make these three numbers public. Second by Barbara Cabeus. All voted in favor of the motion.

**Old Business:** None

**New Business:**

Nominee's to fill Ms. Clark's empty seat on the Oglethorpe Library's Board of Trustees:

Roger Nesmith  
Catherine Drewry  
Ann Holoman

Trustees are to give these nominees and other candidates the application form to fill out and return to Jan Burroughs at the Library.

**Motion to adjourn** made by Betsy Cook. Second by Jr. Smith.

Respectfully Submitted

Janet A. Burroughs

Oglethorpe County Library  
P.O. Box 100  
Lexington, Georgia 30648

September 4, 1998

Dear Trustees:

The Oglethorpe County Library Board of Trustees will have a called meeting on Tuesday, September 15, 1998 from 4:00 to 6:00. The only item on the agenda is the Long Range Plan. I have enclosed with this reminder the information that Mary Jean and I have compiled thus far. I'm also including the minutes from the July 7, 1998 board meeting. Please look over this information.

If you are unable to attend this meeting, please notify me at 743-8817. I look forward to seeing you on the 15th!

Sincerely,



Jan Burroughs

Jan

## Summary of LRP

### Mission

The mission of the Oglethorpe County Library is to encourage and support learning, literacy and leisure pursuits through a variety of media in an inviting and friendly environment.

### Goals

The library will provide the community with an accessible and inviting environment for public gatherings.

The library shall support and encourage learning about local history as well as the larger world through special collections, special events and programs, and special speakers.

The library shall assist children, teen, and adults in meeting their educational objectives in formal courses of study, literacy, and personal development.

The library will enhance and increase relations with local schools, government, clubs, organizations, and all present and potential library patrons.

The library will maintain a wide variety of current materials on a wide variety of formats, including the Web.

The library will hire and train well-qualified, intelligent, personable staff.

### Objectives

1. Revitalize the Friends to help with fund-raising, programming, and publicity.
2. Develop and maintain mutually supportive relations with local schools, government, civic and arts groups.
3. Provide programming for children, teens and adults using invited speakers.
4. Provide a clean, well-maintained building.
5. Circulate a bimonthly newsletter.
6. Improve holding through evaluation, weeding, and replenishment.
7. Train staff

Sept. 3, 1998

Hi Kathy: Jan and I have pretty much done what we can do without your assistance! Take a look at this and see what you think.

My & Jan

**September 3, 1998**

**The mission of the Oglethorpe County Library is to encourage and support learning, literacy and leisure pursuits through a variety of media in an inviting and friendly environment.**

**Role 1--Commons**

**Goal:** The library will provide the community with an accessible and inviting environment for public gatherings.

1. The library will advertise the availability through the Friends of the Library newsletter, Oglethorpe Echo, and word of mouth.
2. The meeting rooms will be made available as per library policy.
3. Staff will ensure appropriate janitorial services to maintain a clean and tidy environment.

**Role 2--Cultural Awareness**

**Goal:** The library shall support and encourage learning about local history as well as the larger world through special collections, special events and programs, and special speakers.

1. The branch manager will invite Historic Oglethorpe to present a program of historical and or genealogical significance once a year. Success will be measured by number of participants, use of material (both handouts and in-house resources), and written evaluations.
2. The branch manager will invite a resource person from the Regional Headquarters to present Internet programs twice a year, topics to be chosen when arrangements are made. Success will be measured by number of participants, use of material (both handouts and in-house resources), and written evaluations.
3. The branch manager and/or Friends will invite local and visiting artists, including school groups to display their works--diverse exhibits will be on display at least six times per year. Measure of success will be six exhibits and informal patron response.

### **Role 3--Lifelong growth/learning**

The library shall assist learners of all ages in meeting their educational objectives in formal course of study, literacy, and personal development.

1. The library will serve as a referral center by providing display space for brochures and handouts for educational and cultural organizations/activities on an on going basis.
2. The library will provide a meeting space for educational and cultural organizations and activities also on an ongoing basis.
3. The library will provide satellite access to distance-learning classes by 2000.
4. Staff from either the library or the headquarters will provide two programs per year on a topic to satisfy the goal.
5. The library manager or a designated staff member will begin a bimonthly bookclub January 1999. By January 2000, a book club member will take over the roll of facilitator.

### **Role 4--Publicity and PR**

Enhance and increase relations with local schools, government, clubs, organizations, and all present and potential library patrons.

1. The branch manager, with assistance from interested individuals, will revitalize the Friends in order to accomplish the above.

By January 1, 1999, there will be 10 Friends members. By January 1, 2000, there will be 20 members. Success will be determined by number of active new members.

2. The Friends, with assistance from library staff, will develop and disseminate a bimonthly newsletter detailing library activities, special programs, the availability of study and conference rooms, new services, new acquisitions, staff changes, and board meetings, etc. to the Echo, funding agencies, schools, municipal governments, and other interested parties, as well as distribution from the circulation desk.

Success will be determined by newsletter publication and distribution.

Written evaluation of special programs will include the query "how did you find out about this

program?"

3. The branch manager will contact the schools annually to offer coffee, tour, and a program for teachers during their preplanning.

The Friends will supply the coffee and eats

The branch manager will supply the tour and informational handouts

A guest speaker from the headquarters will be invited, either Young Adult or Childrens

Success will be measured by tour/program, informational handouts, attendance, informal feedback from teachers, and written evaluation forms

4. Every year for two years and then every other year the branch manager will send an information sheet to all elementary, middle, and high school teachers offering programming to schools either in the library or in-school, a FAX form for homework assignments, availability of exhibit space, and whatever else seems necessary.

**\*\*this takes PCs for newsletter, \$ for copies, etc.\*\***

#### **Role 5--Current materials**

Our goal is to maintain a wide variety of current materials on a wide variety of formats, including the Web, through patron requests, circulation in subject categories, and reviews.

1. We will evaluate the present collection using Dynix records to determine areas of heavy use and also areas that do not circulate, perhaps because of dated material. Old and out-dated materials will be weeded from the collection to make room for the new.
  2. We will solicit suggestions of supplemental material to support the public school curriculum by contacting teachers on a regular basis for their input.
  3. We will continue to make extensive use of Interlibrary loans to fill patron's specific needs.
  4. The branch manager will convey current needs to the acquisitions personnel at Headquarters.
  5. We will develop relations with local businesses, civic groups, and individuals to encourage monetary and/or materials donations.
-



In order to provide the best service to the citizens of Oglethorpe County and its environs, the library must have well-qualified, intelligent, personable staff. New staff will receive both from headquarters and the manager in-depth training in the use of all computer systems and local practice. Staff will attend the annual Staff Development Day held at regional headquarters every September. Opportunities to attend needed workshops will be made available as funds allow.